

JOB DESCRIPTION

Job Title: Associate Assistant Headteacher (Director of Faculty)

Grade: Leadership Range

Salary: L8 – L11

Conditions of Service: Teachers Contract

Responsible to: Deputy Headteacher (Quality of Education) and Assistant Headteachers

Statement of Purpose

The core purpose of the Associate Assistant Headteacher – Director of Faculty at Fortis Academy, is to provide professional leadership and management and continue the significant improvements within the faculty leading to excellent progress and outcomes for all students in all curriculum areas of the faculty.

RESPONSIBILITY FOR

In order to achieve this they will:

- Be directly responsible for the outcomes of all students in all areas of the faculty along with the Seconds in Faculty particularly with regards to PP, SEND, HPA, and MV.
- Make regular use of data systems (SISRA, GO4Schools, etc.) to monitor and intervene wherever necessary with student underperformance and champion excellent performance.
- Train and develop all staff within the faculty on data systems to maximise student progress and outcomes at KS4 and KS5.
- Ensure outstanding provision for all students across the Academy.
- As a member of the Extended Leadership Team (ELT), play an active role in leading the Academy and driving forward improvement.
- Keep up to date with all curriculum developments in all areas of the faculty.
- Ensure behaviour in the faculty by all students maintains high standards and supports a calm, safe and harmonious environment in conjunction with AAHT Directors of Year and Assistant Headteacher Behaviour and Attitudes.
- Support the Headteacher by contributing to the overall leadership and management of the Academy to ensure that this is outstanding. To inspire and motivate staff, students, and our community to enable Fortis Academy to become a beacon of excellence in the area with a reputation for Outstanding educational provision.
- Lead the specified faculty staff in partnership with the Assistant Headteachers to ensure outstanding provision for all students, and to be involved in further recruitment to the faculty.

- Provide vision, leadership and day-to-day operational management of colleagues within the faculty, including the effective deployment of staff and resources.
- Lead by setting an example, achieving your own high standards of classroom practice.
- Monitor the quality of teaching within the faculty in liaison with the Seconds in Faculty.
- Ensure your faculty staff prepare informative and constructive reports for parents/carers that identify how each student is performing, and how they can improve within the classroom.
- Ensure high standards and expectations are driven across the faculty.
- Ensure all the faculty staff plan, prepare and mark class work and home learning for all classes according to Academy policy, ensuring all students make at least good progress and are engaged in their learning.
- Monitor and support the overall progress and development of students within your class and colleagues classes within the faculty in line with national expectations.
- Monitor the progress of subjects within the faculty liaising with the Assistant Headteachers, Year Teams, parents/carers and other stakeholders.
- Develop and implement policies and practices for the faculty which reflect the Academy's aims and ethos.
- Co-ordinate the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.
- Create a stimulating and encouraging environment across the faculty where students are engaged and keen to learn.
- Work to promote the faculty subjects, which are also a good option choice for study in the Sixth Form.
- Demonstrate high ambition, high expectations and drive in your role at all times.
- To contribute to the wider life of the Academy ensuring a vibrant enrichment and extra-curricular programme within the faculty.
- Produce an annual faculty improvement plan which is designed in conjunction with the Academy improvement plan and academy-evaluation form.
- Contribute to Academy evaluation processes and keep the work of the faculty under review.

SECURING HIGH STANDARDS OF TEACHING AND LEARNING

To give a strategic lead on all matters relating to the Academy's management of teaching and learning in conjunction with Assistant Headteachers Teaching and Learning.

In consultation with Deputy Headteacher Quality of Education and Assistant Headteachers:

- Lead the teaching and learning vision for the Faculty in conjunction with Second in Faculty Teaching and Learning.
- To support Deputy Headteacher Quality of Education, as directed by the Headteacher, to support improvements of outcomes across the Faculty and Academy.
- To lead, direct and manage the Seconds in Faculty in relation to teaching and learning ensuring all policies and procedures are fully embedded across the Faculty and priorities are clearly defined.
- To encourage students' engagement with the education process by supporting an appropriate curriculum for all learners.
- To oversee analysis of teaching and learning data and action plan accordingly.
- To work in conjunction with Assistant Headteachers Teaching and Learning to support teacher improvement interventions across the Faculty.

- To identify teachers' professional development needs in relation to teaching and learning policy and practice and develop a faculty CPD calendar that is bespoke and relevant to the Academy's needs.
- To guide and motivate the Seconds in Faculty, addressing any training and development needs that relate to teaching and learning and data analysis.
- To work with members of the Senior Leadership Team to formulate aims, objectives and strategic plans for teaching and learning and data analysis reflecting the needs of the Academy.
- To keep up to date with national developments in teaching and learning and attend relevant training.
- To provide half termly data on teacher performance across the faculty along with RAG rated quality assurance, providing data for SLT and Academy Councillors.
- To lead and support the provision of teaching and learning practice to students across the Faculty, including delivery of teaching and learning assemblies and inputs to parents and carers.

Qualities and Knowledge

- Promote and safeguard the welfare of children and young persons.
- Assist with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the academy.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and develop all staff in order that they maximise their own potential.

Other General Responsibilities

- Represent the agreed values and vision of the SLT to the Academy community and be seen to be translating Academy vision and values into practice.
- Demonstrate and role model constructive leadership behaviours.
- Promote, contribute to, and lead any staff INSET or induction as may be required.
- Support and encourage staff at all levels and have concern for their welfare.
- Organise, attend and assist with major school events as required.
- Help to maintain standards of student dress, punctuality etc.
- Performance Management of staff (including the leadership of appraisals and other official processes as required).
- Contributing to the Academy development plan, implementation and review.
- When necessary, working during school holidays as required to fulfil one's responsibilities.
- Undertaking any other duties which fall within your capabilities and which may reasonably be required by the Headteacher.

Note

The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.

Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	Qualifications & Training <ul style="list-style-type: none"> • QTS • First/Second Class Degree • Able to demonstrate continued development of own expertise (through CPD) and willing to continue to develop 	APP/I
	Teaching Experience <ul style="list-style-type: none"> • Evidence of consistently good or outstanding teaching and learning across Key Stages (4,5) • Evidence of good or outstanding classroom skills • The Ability to use ICT effectively to engage pupils and use new and emerging technologies to support teaching and learning • The ability to create effective, engaging and differentiated lesson plans • The ability to use assessment to inform planning for good teaching and learning • The ability to differentiate materials to meet the needs of all learners particularly those who may require alternative methods of teaching and support (e.g. SEN or high attainment) • Experience of curriculum innovation • Experience of raising standards of achievement for all pupils • Strategies for raising achievement and achieving excellence • Experience of designing, implementing and evaluating successful interventions, following the effective use of data to track and monitor the progress of individual students and groups of students (including vulnerable groups) • Principles of effective teaching and assessment for learning • Effective and consistent models of behaviour management • A commitment to and strategies for ensuring inclusion and access to the curriculum • Monitoring and evaluating performance • Having the tools and experience of data collection and analysis 	APP/I
	Knowledge/Skills <ul style="list-style-type: none"> • Strategies for developing effective teachers • Curricular and assessment developments with [subject] at all key stages with an appreciation of how the content, skills and teaching strategies best prepare pupils for transition and success. • Demonstrate a commitment to the learning process • Demonstrate the principles and practice of effective teaching and learning • Access, analyse and interpret information to inform successful self-evaluation 	APP/I

	<ul style="list-style-type: none"> • Challenge, influence and motivate others to attain high aspirations and have high expectations of them • Ensure value for money and monitor appropriate budgets where required. • Experience of leading a successful department or team • Experience of successful interventions at pupil and group level • Experience of analysing examination results and progress to inform improvement plans • Commitment to whole school activity and growth 	
	<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Customer focused. • Has a professional and respectful approach, which demonstrates support and shows mutual respect. • Can demonstrate active listening skills. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders. • Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Is enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	APP / I

MEASURED BY KEY:

APP = Application form ASS = Assessment activities I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

HH 05/01/2022

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.